

CWEP

BOARD MEETING MINUTES

December 19, 2019

The Carthage Water & Electric Plant Board met in regular session December 19, 2019, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

☒ Neel Baucom- President
☒ Danny Lambeth -Vice President
☐ G. Stephen Beimdiek -Secretary
☒ Darren Collier -Liaison

☒ Brian Schmidt - Member
☒ Ron Ross – Member
☒ Pat Goff - Member

Staff:

☒ Chuck Bryant-General Manager
☒ Cassandra Ludwig-General Counsel
☒ Jason Peterson-Director IT & Broadband
☒ Megan Stump- Executive Assistant
☒ Meagan Milliken-Customer Relations Mgr.

☒ Jason Choate-Director of Water Services
☒ Kelli Nugent/CFO
☒ Kevin Emery-Director of Power Services
☒ Stephanie Howard-Director of Business & ED

President Baucom called the meeting to order at 4:01 p.m.

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Goff and seconded by Schmidt to approve the minutes of the regular meeting of November 14, 2019 as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Lambeth and seconded by Schmidt to approve disbursements for November in the amount of \$3,450,774.83 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials for November noting that the net income for the utility combined was ahead of both budget and prior year by \$108,781 and \$163,278 respectively for the month. Operating revenues for all departments were higher than budget for the month and operating expenses were slightly higher than budget for all departments but the water department. She noted that for the year to date power and water loss percentages came in at 2.03% and 8.51%, respectively.

A motion by Goff and seconded by Schmidt to approve November financials passed unanimously.

COMMITTEE REPORTS: None.

CITIZEN'S PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

CONSIDERATION OF RETIREMENT RESOLUTION FOR GLENN CHAMBERS

General Manager Bryant recognized the upcoming retirement of Wastewater Treatment System Manager Chambers, reading a resolution in his honor. GM Bryant thanked Chambers for his 18 years of faithful service. Chambers expressed his appreciation to the board and the company.

A motion by Goff and seconded by Lambeth to approve the retirement resolution for Glenn Chambers passed unanimously.

CONSIDERATION OF RETIREMENT RESOLUTION FOR KELLY LEE

General Manager Bryant acknowledged the upcoming retirement of Purchasing Agent Assistant Lee, reading a resolution in her honor. He shared that CWEP is only a better company because of her 15 years. Lee thanked the board and the company and expressed how much she will miss everyone.

A motion by Lambeth and seconded by Schmidt to approve the retirement resolution for Kelly Lee passed unanimously.

CONSIDERATION OF BIDS ON THE PURCHASE OF A METER TESTING STATION

General Manager Bryant reported that sealed proposals were accepted for the purchase of a stationary three-phase 50-amp meter testing station, in November. Bryant noted of the four proposals submitted, only one met all of CWEP's specifications and expectations. Radian Research, LLC, provides a Weco 4050X automated testing platform that exceeds CWEP's specifications. The Weco 4050X provides advance testing capabilities that the other test stations don't. The proposal cost from Radian Research is \$39,965.00. Based on CWEP's experience with Weco Test stations, staff is confident that the Weco 4050X is the best unit to serve CWEP for many years.

With the advanced capabilities of the Weco unit, GM Bryant recommends awarding this purchase to Radian Research, LLC in the amount of \$39,965.00

A motion by Lambeth and seconded by Ross to approve the purchase of the meter testing passed unanimously.

CONSIDERATION OF BIDS ON THE PURCHASE OF A SEWER SURVEILLANCE MONITORING SYSTEM

General Manager Bryant noted a formal bid request was advertised and issued to six vendors for the purchase of a sewer surveillance hardware and cloud-based software for monitoring wastewater collection systems. Of those who received the request, Trekk Design Group was the only respondent to submit a bid for this system. Their submitted bid amount was \$71,905.00 which was below CWEP's budgeted amount of \$75,000.00. GM Bryant recommends that Trekk Design Group be awarded this project.

A motion by Schmidt and seconded by Goff to approve the purchase of a sewer surveillance monitoring system passed unanimously.

CONSIDERATION OF PUBLIC RECORDS POLICY

General Manager Bryant presented the public records policy to the board. He explained the policy is an addition to CWEP's employee handbook to help outline the process of handling custodian records of CWEP.

A motion by Lambeth and seconded by Ross to accept the public records policy passed unanimously.

STAFF REPORTS:

General Manager Bryant informed the board on an incident that involved a tap changer controller on Transformer 2-2 in sub 2, staff is awaiting a recommendation from Allgeier Martin on which tap changer controller would be the best one for CWEP to purchase. GM Bryant noted that there is nothing new to report on the Groundwater plume, he added that investigations will slow down until funds go up.

CFO Nugent reported Kelly Lee's position as purchasing agent assistant has been filled by customer service representative Dianne Showalter. Nugent added she has started training and an open position will be available in the customer service department. Nugent noted requests for proposals on the AMI project have been sent, proposals will be due in January.

General Counsel Ludwig reported open enrollment for health and dental insurance and flexible spending accounts ended in November. She added several employees took advantage of the new dental insurance and thanked the Board for allowing CWEP to offer it. Ludwig provided the Board with a legislative update.

Director of Power Services Emery informed the board that Justin Ralston and Noah Smith graduated the four-year apprenticeship and are now officially linemen.

Director IT and Broadband Peterson reported 23 residential fiber installs and 3 commercial fiber installs this month. Peterson updated the board on a recent network outage that occurred the day of the company Christmas party.

Director of Water Services Choate noted two new employees started this month, Jost Tiffany and Jake Brunnert are the newest water distribution/collections operators.

Director of Business and ED Howard informed the board that Schreiber's is building a distribution center, they are currently working on getting the property annexed in.

Customer Relations Manager Milliken reported our employees were able to help more than 100 kids/families at Columbian school with the bright futures program this holiday season.

BOARD MEMBER COMMENTS:

Pat Goff thanked CWEP for the generous ham/turkey delivery this holiday season.

Darren Collier thanked Meagan Milliken, Megan Stump and Stephanie Howard for the wonderful CWEP Christmas Party, he also wanted to thank the employees who worked hard on getting the Christmas decorations hung up on the square.

At 5:27 p.m. the meeting adjourned.

President – Neel Baucom

Secretary – Steve Beimdiek